

Design & Print Services Order Form

REFERENCE: _____

YOUR CHARGE CODE: | | | | | | | | | | | | | | | | | |

Contact name: _____ Phone no: _____ E-mail: _____

Department: _____ Authorised Signature: _____

Title of this Job: _____ Date: _____

Address: _____ For Collection For Delivery

QUANTITY REQUIRED (Finished size) DATE REQUIRED (NOT ASAP) / / OR INSTANT SERVICE SPEAK TO STAFF FIRST OR 24 HOUR SERVICE SPEAK TO STAFF FIRST

NUMBER OF ORIGINALS (ie sides) TO BE DESIGNED (provide text via email, hard copy & brief) LITHO PRINTING ARTWORK TO BE SUPPLIED AS A HARDCOPY OR AS A PDF FILE FILE NAME _____

BLACK & WHITE COPYING standard black & white copying will be printed on white 80GSM stock COLOUR COPYING standard colour copying will be printed on white 100GSM stock COLOUR SEQUENCE FOR NCR SETS

REPRODUCTION: IF YOU DO NOT SPECIFY, WE WILL MAKE BACKED COPIES ON WHITE A4 80GSM PAPER

FINISHED SIZE: A3 A4 A5 A6 A7 1/3 A4 2/3 A4 OTHERS X MM

OTHER RELEVANT INFORMATION:

COLLATING, STAPLING AND BINDING:

- COLLATE + STAPLE - PORTRAIT
- COLLATE + STAPLE - LANDSCAPE
- TWO STAPLES, LONG EDGE
- COLLATE, BUT **DO NOT** STAPLE
- BATCHED SETS, NOT COLLATED
- COLLATE + STAPLE + FOLD
- COLLATE + FOLD, BUT **DO NOT** STAPLE
- COLLATE + STAPLE AS ONE DOCUMENT
- COLLATE + STAPLE AS SEPARATE DOCUMENTS
- STAPLE SECTIONS + COLLATE ALL AS ONE DOCUMENT
- BOOKLET (DOUBLE STAPLE + FOLD + TRIM)
- PLASTIC COMB BINDING
- WIRE - O - BINDING
- ACETATE COVERS
- TAB DIVIDERS
- TAPE BINDING BLACK WHITE BLUE GREY RED

OTHER FINISHING

- FOLDING**
- FOLD IN HALF
 - LETTER FOLD
 - Z FOLD
 - OTHERS (SPECIFY) _____

- DRILLING**
-
- OTHERS (SPECIFY) _____

- CUTTING**
- TRIM TO SIZE
 - OTHERS (SPECIFY) _____

- VARNISH/SEAL**

LAMINATING

A3 A4 A5

MATT GLOSSY

LIGHT WEIGHT HEAVY WEIGHT

OTHERS (SPECIFY) _____

NCR PADS

GLUE NCR SETS

PAD SETS

NUMBER OF SETS IN PAD

NUMBERING

START _____ END _____

PERFORATING

SPECIFY

LABELS

1 UP 8 UP 16 UP 24 UP

COPYRIGHT DECLARATION - PLEASE COMPLETE FOR ALL ORDERS

I CONFIRM THAT... (TICK ALL THAT ARE APPLICABLE):

- THIS MATERIAL IS COPYRIGHT. COPYING IS COVERED BY THE CLA/NLA LICENCES AND/OR THE 1988 COPYRIGHT ACT.
- THIS MATERIAL IS COPYRIGHT AND FORMS PART OF A LICENCED COURSE PACK. PLEASE:
 - OBTAIN A QUOTATION FOR COPYRIGHT CLEARANCE
 - SEE THE ESTIMATE/QUOTATION ATTACHED
 - OBTAIN BUDGET-HOLDER'S AUTHORISATION FOR PAYMENT OF CLEARANCE FEE
 - BUDGET HOLDER HAS APPROVED PAYMENT OF CLEARANCE FEE (ATTACH PROOF)
 - OBTAIN AUTHORISATION CODE FROM CLARCS AND/OR COPYRIGHT HOLDER
- THIS MATERIAL IS COPYRIGHT BUT IS NOT COVERED BY THE LICENCES. I HAVE OBTAINED THE COPYRIGHT HOLDER'S PERMISSION FOR YOU TO COPY IT AND HAVE MADE ARRANGEMENTS TO PAY ANY NECESSARY FEES (ATTACH PROOF).
- THIS MATERIAL IS NOT COPYRIGHT

PLEASE SUPPLY THE FOLLOWING STATIONERY ITEMS (SPECIFY):

RECRUITMENT AND PROMOTIONAL MATERIAL DECLARATION

I CONFIRM THAT THE ON-DISK TEXT/ARTWORK I HAVE SUPPLIED FOR THIS MATERIAL HAS BEEN SPELL CHECKED, PROOFREAD AND APPROVED AS FACTUALLY ACCURATE BY MY HoD, WHO HAS SIGNED THE MARKED-UP HARD COPY. IT IS READY FOR PRODUCTION.

SIGNATURE: _____

- HEADED PAPER A6 COMP SLIP 1/3 A4 COMP SLIP BUS. CARD
- NEW FROM FILE CERTIFICATE A4 COVER A5 COVER

FOR DESIGN & PRINT SERVICES USE ONLY

RECEIVED: _____ TECH'S (TIME): _____ OUTSOURCING DETAILS: _____

DATE(S) DISPATCHED: _____ NO. OF METAL PLATES: _____

OFF-LINE TIME: _____ COST FOR RECHARGING: £ _____